

**LAW (M.II (2)) DEPARTMENT**

Sub:- Establishment - Law Department - Leave Travel Concession -Availment of Leave Travel Concession ( Other than Home Town) for the Block Period 2011-2012 by Smt.V.Sunitha, Deputy Secretary to Government, Law Department-Permission - Grant of Leave - Sanction of Advance - Reg.

Ref: 1. G.O.Ms.No:151, Finance, dated: 07.04.1989.  
2. Circular Memo No:11818/48/A2/TA/2001,

Finance (TA) Department, dated:  
07.03.2002.

3. Application received from Smt V.Sunitha, Deputy Secretary to Govt, Law Department, dated: .

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Please see the application received from Smt.V.Sunitha , Deputy Secretary to Government, Law Department placed in the c.f.

2. In his application the officer has requested to grant ( 3 ) three days Casual Leave on 25.4.2012 , 26.10.2012,29.10.2012 with permission to avail the public holidays on 21,22,24,27 and 28.10.2012 and to leave the Head Quarters.

3. The individual has also requested to permit him to avail the benefit of Leave Travel Concession (Other than Home Town) for the Block period 2011 - 2012 to and fro Vishakapatnam during the above leave period along with his family members consisting of:

- |                                   |    |       |
|-----------------------------------|----|-------|
| 1. Self                           | 41 | ..    |
| years                             |    |       |
| 2. Mr. Ch.Shanmukha Rao (Husband) | 42 |       |
| years                             |    |       |
| 3. Mast. Ch.Chanakya ( son )      | 10 | years |
| 4. Mast.Ch.Chaturvedi (son)       | 10 |       |
| years                             |    |       |

4. It is submitted that the Government in the reference 2nd cited issued a Circular Memo No:11818/48/A2/TA/2001,Finance (TA)

Department, dated 7-3-2002 issued instructions to produce used Air/Railway/Bus tickets in original along with L.T.C. claims by the claimants.

5. As seen from the Service Register of the Individual, it is found that the individual has not availed the benefit of Leave Travel Concession (Other than Home Town) for the Block Period 2011-2012 .Previously he availed the benefit of Leave Travel Concession for the Block Period of 2007-2008 (other than Home Town) along with her family members (Vide S.R. entry at page 14 of Service Register ).

6. As ascertained from the Attendance Assistant at page 1 c.f. the individual is having days casual leaves at his credit.

7. In view of the above, it is therefore, submitted for orders whether Smt. V.Sunitha, Deputy Secretary to Government, Law Department may be:-

(a) permitted to avail the Leave Travel Concession (Other than Home Town) for the Block Period 2011-2012 to and fro to Vishakapatnam along with her family members;

(b) granted (3) three days Casual Leave on 25.4.2012 , 26.10.2012,29.10.2012 with permission to avail the public holidays on 21,22,24,27 and 28.10.2012 and to leave the Head Quarters.

(c) sanctioned an amount of Rs. 4,000/-(Rupees four Thousand Only) which is 80% of the estimated amount towards the advance to meet the initial travelling expenses.

**AND**

(d) necessary entries may be made in the Service Register of the individual with regard to availment of Leave travel Concession (Other than Home Town), Grant of Leave, sanction of advance and permission etc.,

8. Subject to above orders, a draft O.O. is put up below for approval.

